Mindluster Platform

# About the course Using quick access toolbar in excel

Using quick access toolbar in excel course, in this course learners will explore the functionalities of the Quick Access Toolbar (QAT) and learn how to customize it to suit their specific needs. From adding frequently used commands to rearranging and removing existing commands, participants will gain practical insights into harnessing the full potential of the QAT to streamline common tasks and access essential features with ease. Whether you're a beginner seeking to enhance your Excel proficiency or an experienced user aiming to optimize your workflow, mastering the QAT is essential for efficient spreadsheet management. Join us as we delve into the fundamentals of using the Quick Access Toolbar in Excel and unlock new possibilities for productivity and efficiency.

**Computer Softwares Category's Courses**

# Course Lesson(6)

Lesson 1 : **Excel 2016 Tutorial How to Create and Save a Spreadsheet Using Excel 2016**

Lesson 2 : **Microsoft Excel 2016 Tutorial How to Use the Excel 2016 Ribbon**

Lesson 3 : **How to Use the Tell Me Help Feature in Excel 2016**

Lesson 4 : **How to Use the Status Bar in Microsoft Excel 2016**

Lesson 5 : **How to Use Mini Toolbars and Contextual Menus in Excel 2016**

Lesson 6 : **Excel 2016 Tutorial Using the Quick Access Toolbar in Excel 2016**

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